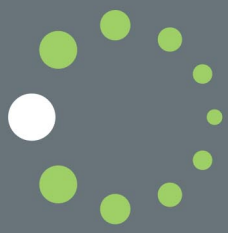

# LanSchool

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# Preface

Thank you for purchasing LanSchool v7.6 Classroom Management Software. LanSchool v7.6 is an award winning software program designed to help teachers, professors and trainers teach more effectively in a 21st century classroom.

This user guide explains how to use LanSchool v7.6 in your classroom. Additional help can be found on our website by watching short videos on the Tutorials section of our website.

http://lanschool.com/support/tutorials

This document was last updated on May 4, 2012.

## Topics

*Important Information*

*Supported Environments*

*Technical Support*

# Important Information

This section contains important information about your LanSchool Product.

## About LanSchool

Since 1986 LanSchool has delivered market-leading software that helps teachers, professors and trainers teach more effectively in a 21st century classroom.

## Product Documentation

The following documents form the LanSchool v7.6 Classroom Management Software documentation set:

- *LanSchool v7.6 Install Guide* (install.pdf) — This document helps you to install the product.
- *LanSchool v7.6 User Guide* (users.pdf)— This document guides you how to use the product.

# Supported Environments

LanSchool v7.6 supports any combination of computers running the following operating systems:

Windows* 98, Windows ME, Windows 2000, Windows XP-32, Windows Vista-32/64, Windows 7-32/64, Windows 2003 and 2008 Terminal Server, Windows MultiPoint Server 2010 and 2011, Citrix Ready (XenServer and XenDesktop), NComputing devices, Mac OS 10.4 or greater, and iPads, iPods and iPhones (iOS3, iOS4 and iOS5).

Please note that the LanSchool Teacher console for the Mac will only run on Intel-based Mac hardware running OSX 10.5 or greater.

Support for NComputing devices is dependant on the device model and version of the vSpace software installed. Please see the FAQ at http://www.lanschool.com/support/faq for specific information on the platforms and vSpace versions that will work with LanSchool software.

New in this release is support for Linux students running Ubuntu-32/64 version 10 or 11 with the Gnome Desktop and the Firefox browser (3.x or 4.x). Please see the section “Installing LanSchool v7.6 on Linux” for a list of supported features. Full parity with existing Student software is planned for a future release.

Listed below are the minimum requirements necessary to run LanSchool on both teacher and student computers.

Processor

PCs:  166 MHz Intel® Pentium® processor or faster

Macs: 700 MHz PowerPC G4, G5 or faster, any Intel-based Mac

RAM

- 48 MB for Windows 98

- 96 MB for Windows 2000

- 128 MB for Windows XP

- 256 MB for Windows Vista

- 256 MB for Windows 7

- 512 MB for Mac OS X

- 512 MB for Ubuntu 10 or 11

Protocol stack

All computers running LanSchool must be configured with TCP/IP running static or dynamic IP addresses. 802.11 wireless is supported, however enterprise class access points are recommended.

Please note the features not supported in a thin client environment:

- Mute sound
- USB limiting
- Print limiting
- Send “Ctrl-Alt-Del”
- View Key Stroke History
- Power on, Reboot, Shutdown, Logoff

# Technical Support

Every effort has been made to design this software for ease of use and to be problem free. If problems are encountered, please contact Technical Support.

Email: support@stone-ware.com

Phone: 1-877-394-0443 (Toll Free USA), 1-260-492-2357 (International)

Hours: 8:00am to 6:30pm (Eastern Time)

## Contact Information

- Web: www.lanschool.com
- Email: sales@stone-ware.com
- Phone: 1-888-473-9485 (Toll Free USA), 1-860-819-3774 (International)
- Fax: 1-866-596-2088 (USA Fax), 1-317-229-6320 (International Fax)
- Hours: 8:00am to 5:00pm (Mountain Time)
- Address:

  Stoneware Inc.
  PO Box 3352
  Carmel, IN 46082
  USA

# Using LanSchool v7.6

This chapter describes how to use LanSchool v7.6 Classroom Management Software in your classroom.

## Topics

*Getting Started*
*How LanSchool Works*
*Using the Teacher computer*
*About the Student computers*
*User Interface Tips*
*LanSchool v7.6 New Feature Overview*
*LanSchool v7.6 Feature Overview*
*Using the Test Builder on a different machine*
*LanSchool Security Monitoring*
*LanSchool Configuration Preferences*

# Getting Started

The LanSchool v7.6 product download includes the setup files needed to install LanSchool. If LanSchool isn't installed, refer to the LanSchool v7.6 Installation Guide (INSTALL.PDF) for instructions on how to install the product. Once you've installed LanSchool, follow this guide to begin using the product.

In most cases, the LanSchool software running on a computer is referred to as the Teacher or Student (uppercase), as opposed to the users-the actual teachers and students (lowercase) or their general devices.

# How LanSchool Works

LanSchool works by enabling a teacher to see all student computers within a computer-based classroom.

It uses Teacher "channels" to ensure that all the computers in that classroom are visible; much like a TV channel enables different TVs to see the same program. LanSchool has 16,000 Teacher channels from which to choose, which means that you can have as many as 16,000 different classrooms using LanSchool at any given time.

The best way to set up LanSchool in a lab, classroom or wireless laptop cart is for each classroom or room to have its own Teacher channel. This setup enables all of the computers in the same classroom to interact with each other and the teacher to manage the entire room.

If LanSchool is going to be used in a 1:1 environment, where every student has a notebook there are two options:

1. The recommended option is for teachers to create a Class List and then automatically bring those students into class.
2. Another option is to have the students join the Teacher's channel. In this mode, the teacher can monitor students as they join and/or leave the class. The teacher can also compare the current list of students in the class against a previously saved class list.

Most schools choose the first option because it allows them to start the class more quickly than the second option. If you decide to use Class Lists, there are three ways to implement this.

## Implementing Class Lists

For each of the three Class List methods, determine your channel assignment first.

1. Setup all student computers with a default "home" channel which is not used by any teachers. For instance, in a middle school you could assign the 7th graders to channel 7, 8th graders to channel 8, and 9th graders to channel 9. Alternately you could assign a single channel to the entire student body.
2. Setup each teacher on their own unique channel. Using the teacher's class room number works well for many schools.
3. Install the student computers with the default option not to change channels.
4. Create a Class List by one of the three methods below. These lists can be created based on either the student Login Name, their Machine Name, or in Windows you can choose to use their Active Directory (AD) Name.
5. In the Teacher console, load the appropriate Class List. This will "pull" students from their home channel temporarily to the channel the teacher is on.
6. Dismiss the class. When the current class is dismissed, all students in that group will be assigned back to their home channel. Forgetting to actively dismiss the class is not a problem however, as another teacher will be able to pull students to their channel when loading their own Class List.

### Create a Class List manually

1. From the *Administer* menu select *One to One* and then *Manage Class Lists*.
2. Determine how you would like to select students and choose the appropriate radio button. You may choose to find students by one of the following methods:

- Student Login Name
- Student Machine Name
- Student Name (from Active Directory in Windows environments)

3. Click the *Browse for Students* button.
4. Check off the appropriate students for this class and select *Add*.
5. If desired, *Browse* to associate a previously created Profile with this class.
6. Save the class by entering a name. Class Lists are saved with an .lsc extension.

The class may now be loaded on demand. This will cause the current Student List in the console to be replaced by the students in the saved file.

### Create a Class List from a static file

1. Create a .csv file that lists the students by either:
   - Student Login Name
   - Student Machine Name
   - Student Name (from Active Directory)

An example of what this file might look like for Login Names:

Student01

Student02

Student03...

From the Administer menu select One to One and then Manage Class Lists.

2. Select *Import Students...*
3. Select the .csv file that was previously created.
4. If desired, *Browse* to associate a previously created Profile with this class.
5. Save the class by entering a name. Class Lists are saved with a .lsc extension.

The class may now be loaded on demand. This will cause the current Student List to be replaced by the students in the saved file. You can later *Dismiss Current Class* from the same menu location.

### Create a Dynamic Class List from your Student Information System (SIS)

Because of the number of different student information systems that exist, LanSchool has chosen to take a more generic approach to our integration with these tools. Generally these systems provide a mechanism to export data like the Student Name for example, and to schedule that data export on an ongoing basis.

To prepare for implementing Dynamic Class Lists, you will need to create two files by exporting the required data from your SIS software. The first one is the Teacher file. It should contain only three columns of data, separated by commas. Your tool should have an export option to save as .csv, but if not, a plain text file is also acceptable.

The data needs to be listed in specific order by row: Teacher name, Class ID, Class Name with these items separated by commas. The Teacher name can be either their Network Login Name, their Machine Name, or in Windows environments with Active Directory, their Student Name. The Class ID number can be any numeric identifier, it just needs to be unique for each class.

The second file you need is a Student file. The Student file needs to include only two columns of data separated by commas: ClassID and Student Name. The Student Name can again be their Login Name, their Machine Name, or in Windows environments with Active Directory, their Student Name.

Each of the two files must be named as follows (case sensitive): “ClassesByTeacherLoginName.csv”, “StudentsForClassByLoginName.csv”, “ClassesByTeacherMachineName.csv”, “StudentsForClassByMachineName.csv”, “ClassesByTeacherADName.csv” or “StudentsForClassByADName.csv” depending on the method you chose to export the data for the Teacher or Student name.

Once you have exported this data to the files and named them appropriately, copy them to any network location that your Teacher machines can access. Most SIS tools allow you to schedule this kind of data export, but if not it would be easy to setup a cron job to export and copy this data to the file share as often as you like.

To use these files withLanSchool, after installing the Teacher then launch the console. The steps to load the lists are the same on Windows and Mac with one exception. The Load Dynamic Class List menu item must be enabled in the Windows console with a utility provided in the Windows folder in the install download image. Simply copy the file ADClassListShimCSV.exe to the location of the Teacher install (typically C:\Program Files\LanSchool) and its presence in the folder will enable this menu item.

1. From the Administer menu, navigate to *One to One* and select *Load Dynamic Class Lists*.
2. Browse to the location where you saved the Teacher and Student .csv files.
3. Select the class and students you wish to load.

You can later *Dismiss Current Class* from the same menu location.

The console will always check these files for changes so new students coming in or teachers changing classes will be handled automatically.

## Implementing Classroom Management from the Cloud

Starting with LanSchool 7.6.3, a new capability was introduced to integrate with Stoneware's webNetwork Cloud. As a result, classroom management can now be delivered from the Cloud. Organizations can now provide classroom management for students who are connecting to the Cloud in a Bring Your Own Device (BYOD) classroom setting.

One advantage of this model is that students and teachers no longer have to install a local LanSchool agent. Rather, students and teachers authenticate to the webNetwork Cloud and are delivered the appropriate LanSchool On-demand agent. The LanSchool On-demand agent runs on the device until the next log off or reboot.

In addition, Stoneware's webNetwork Cloud can provide direct integration with the school's Student Information System (SIS). The webNetwork Cloud dynamically populates the LanSchool Teacher Console with the appropriate classes and associated students for each teacher from the SIS.

Supported Environments: LanSchool 7.6.3 or newer and webNetwork 6.1 or newer. LanSchool On-demand agents are available for Windows Teacher, Windows Student, Mac Teacher, and Mac Student. Existing customers of webNetwork Cloud need to upgrade to version 6.1 to take advantage of this new technology.

LanSchool On-demand agents run as an application rather than a locally installed service. Known differences and some limitations exist between the On-demand and locally installed LanSchool agents:

- Windows Users will be prompted to unblock the firewall for LanSchool Student and LanSchool Teacher applications at first run.
- Unable to send Ctrl-Alt-Del while remote controlling.
- Unable to limit USB Drives on Window 7
- Unable to limit printing on Windows 7 and Mac
- Co-browse works on XP but not supported on Windows 7 or Mac
- Keystroke alerts and monitoring is not supported on Mac
- Task Manager\Activity Monitor limiting is not supported

For more information on Classroom Management from the Cloud please contact your Sales representative or e-mail us at sales@stone-ware.com to take the next step in your implementation.

# Using the Teacher computer

The use model for LanSchool v7.6 is quite similar to previous versions. On the teacher computer, you will see a small LanSchool icon (that looks like a small green circle of circles) in the system tray. The system tray is located in the bottom right corner of your computer screen. You will use this menu to control the key features of LanSchool. On a Mac, the LanSchool menu can be accessed on the dock icon.

More advanced features are available when you access the LanSchool Teacher console. The console can be accessed by "left-clicking" on the LanSchool system tray icon or dock icon or launching it from the Start menu.

In the console the key features are available as icons on the toolbar. All of the features can be accessed through the menus. It is also possible to right mouse click on computer thumbnails to access the key features.

When selecting computer thumbnails, we recommend using *ctrl-a* to select all computers or hold down the *ctrl key* and click with your mouse to select a group of computers. On the Mac use *command-a* to select all computers. In the thumbnail view you can select multiple computers by just selecting them with the mouse.

When using the toolbar buttons, a single click enables that feature and presses the button. Another click will disable that feature, just like a toggle switch.

It is possible to have multiple Teacher consoles monitor the same classroom. However, only the first Teacher's action on a computer will take effect and only that Teacher console can stop the action. For example, if a teacher blanks the student's screens, another teacher cannot unblank the student's screens.

# About the Student computers

LanSchool is set up to run in the background on student computers. Students will automatically be discovered by the teacher on their channel, provided that the network is functioning properly and the appropriate selections have been made in the Network tab for Multicast or IP-Directed Broadcast configuration.

### LanSchool Student Icon

A LanSchool icon (green circle of circles) appears in the system tray at the bottom right corner of the computer screen in Windows. On the Mac it appears as a small icon at the top of the screen. On Ubuntu, the LanSchool icon is located in the center of the panel.

If you place your cursor over the icon on Windows or Mac, it will tell you which teacher channel the computer is on.

If a student single clicks on this icon they can request help from the teacher. The student can type a question and a small question mark is displayed in the teacher console indicating that student has a question. The question mark goes away when the teacher chats with the student or uses the menu item *Clear Student Question*.

If a student right clicks on this icon, it will bring up the student file folder where the Send/Collect files feature sends files.

NOTE: If you selected the option to allow students to change their channel during the installation of the LanSchool Student application, the students will have a menu option to select a channel they wish to join, and also be able to leave the Teacher channel at any time.

# User Interface Tips

LanSchool was designed to be simple and easy-to-use. Most of the features are accessible from the LanSchool system tray menu or dock icon. The more advanced features are available in the LanSchool Teacher console.

All of the features are grouped under one of five menu items: Demonstrate, Monitor, Restrict, Administer, and View.

Note: If using the new Windows Multipoint Server Teacher from within the Multipoint Manager console, the same features and interaction is possible in most cases. The only exception is the Classroom Layout option, which is not an available feature in the WMS teacher. Otherwise, the buttons on the toolbar mirror the Windows and Mac Teacher consoles though the buttons are drop-down lists rather than toggle switches.

## LanSchool Toolbar Buttons

To use a feature in LanSchool, select the individual student or students and press the LanSchool Toolbar button that corresponds to the feature that you want to use. At that point the button will depress and change to a lighter color. To stop using that feature, click the button again.

Some of the LanSchool Toolbar Buttons have a little arrow to the right of the button. Click on the button to access additional options for that feature.

Buttons can be added, removed or moved by click on *View* then *Configure Toolbar* on a PC or *Customize Toolbar* on a Mac, though not in the new Windows Multipoint Server (WMS) Teacher. This version of the Teacher can be accessed by a very similar toolbar within the Multipoint Manager console. However, this toolbar provides a drop down list to select features, and does not behave as a toggle switch.

## Activating Web and Application Limiting

Web and Application limiting must be configured before they can be activated. You may configure these features in the *Preferences* menu and then turn them on through the menus or the toolbar buttons.

## Right-mouse click

In the LanSchool Teacher console you can access advanced features by right-mouse clicking on a student computer in either the Details or Thumbnail view.

## Multiple Select

It is possible to select one, several or all students.

To select multiple students, use the standard Windows *ctrl* click method. You can also select the entire list with the *ctrl-a* key sequence. On the Mac use *command-a* to select all computers.

In the details view, the line will turn blue when selected. In the thumbnail view, the thumbnail will have a thick red line surrounding it. It is not necessary to use the Windows *ctrl* click in the thumbnail view. In the thumbnail view you can select multiple thumbnails by clicking on another thumbnail.

Once you have selected the desired students, you can right-click on the selected students and get an advanced options menu, click on the toolbar button or console menu.

### Unselect Students

To unselect students, click on a blank area of the console.

### Implicit ALL Selection

If no students are selected, there is an implied all selection when activating key features like Blank Screens or Show Teacher. For example, if no students are selected you can click the blank screens toolbar button and all of the student screens will be blanked.

### Refresh Screen

Pressing F5 on a PC or *command-r* on a Mac or the menu item *View -> Refresh* will refresh the console by initiating a re-discovery of student computers on the channel.

### Sorting

By default, the detail view is sorted alphabetically by the *Login Name* column. If you click on the any of the other column headings, the list will sort on the selected column.

### LanSchool System Tray Menu or Dock Icon Menu

A right mouse click on the LanSchool icon in the system tray or dock icon will bring up a menu that contains the features that most teachers use every day.

A left mouse click on the system tray icon will stop the action that you are doing to the students and bring up the LanSchool Teacher console.

### Hotkey for the LanSchool Menu

Some Teacher PCs do NOT have a visible task bar. Since it would not be possible to click on the non-visible icon, you can bring up the LanSchool Teacher's menu with a *ctrl+alt+l*. (The “l” stands for LanSchool).

### Selected Only

In thumbnail view you can just watch a few machines by selecting those machines and pressing the *Selected Only* menu beneath the arrow on the *View All* button.

### Classroom Layout

Classroom Layout allows you to arrange the thumbnails in the shape of the classroom. A classroom layout is automatically saved for each size of thumbnails. To switch to a classroom layout view, click the arrow to the right of the *View All* button and select *Classroom Layout*.

Snap to Grid makes it easier to align thumbnails when in Classroom Layout view. Lock Layout, makes sure the layout stays the same once you've set it.

### Show Tooltips

Show Tooltips will either Show or Disable tooltips in the thumbnail view.

## Magnify Thumbnails

The magnify menu on the *View All* button turns on or off the ability to hover over a thumbnail and have it expand temporarily to a larger size.

# LanSchool v7.6 New Feature Overview

LanSchool v7.6 includes many new features but was designed to remain simple and easy-to-use. Here's a list of new features included in this release, which are available in the Windows, Mac and WMS teacher.

## Classroom Management from the Cloud

Starting with LanSchool 7.6.3, a new capability was introduced to integrate with Stoneware's webNetwork Cloud. As a result, classroom management can now be delivered from the Cloud. Organizations can now provide classroom management for students who are connecting to the Cloud in a Bring Your Own Device (BYOD) classroom setting.

One advantage of this model is that students and teachers no longer have to install a local LanSchool agent. Rather, students and teachers authenticate to the webNetwork Cloud and are delivered the appropriate LanSchool On-demand agent. The LanSchool On-demand agent runs on the device until the next log off or reboot.

See "How LanSchool Works" section of this guide for more information and details on implementation.

## Blank Screen before Login

You may now blank Windows and Mac student screens before they login to their device, and display a configurable message in the student screen. The same menu item Blank Screen is selected, however not it will be applied to all students in the list even if they are logged out.

## Show Teacher screen before Login

You may also choose to Show Teacher before some or all students have logged in. When Show Teacher is selected, it will be applied to all students in the list even in they are logged out. In this case, Show Teacher is displayed in "Full Screen" mode only, meaning that students do no have control of their mouse and keyboard inputs, allowing teachers to immediately begin teaching a lesson, without needing to wait for students to first enter their login credentials.

## Screen Feed view

Like a PowerPoint slideshow or a stock ticker, the Teacher console now provides a way to display full size thumbnails of each individual Student that cycle continually through each student screen in the List. This view changes to the next student in the list at a rate of about 4 seconds each.

## Send/Collect File Folders

Teachers may now send and collect an entire folder of files, including subfolders, rather than doing so a single file at a time.

## Testing enhancements

Several enhancements to the Testing feature have been added. Teachers may now add tardy students to the test after it has already started. In addition, student's complete responses to all questions are now returned to the Teacher console, as well as the results of the test (number of correct answers.) The ability to add free form Essay questions to the test has also been added, allowing functionality similar to a Blue Book exam.

### Configure Internet History

A new install option has been added that allows a choice of whether to turn on monitoring of Internet site visits, much like the option to capture and save all keystrokes that have been pressed on a computer by any user. If you leave this option unchecked and installing the student, records of all visits are saved and searchable for all students installed this way. To turn off this monitoring feature, reinstall the student with the option selected in a remote update or local install and no further monitoring will take place.

### Dynamic Class Lists

Particularly useful for 1:1 schools, LanSchool can now be integrated with any Student Information System (SIS) by exporting data from that system, which is then imported into the Teacher console as often as the data is updated. See the earlier section, “How LanSchool Works” for more details on this feature.

### View Students by IP address

Teachers may now view and sort Students by their IP address, which is a new column added in the Details view of the Student List.

### Support for Vernier LabQuest devices

LanSchool now supports a Student running on Vernier LabQuest devices, which allow students to capture, measure, and analyze data in science labs. While it supports a subset of the standard LanSchool features based on the features available on the handheld hardware, Teachers can now interact in many ways with students using LabQuest devices. They can answer questions on the current lesson or send data files directly to the device. One of the great interactive ways to use this new feature is to project all of the Student thumbnails as the group progresses through a lab exercise.

### Support for new Operating Systems

LanSchool now supports Students with Ubuntu computers, running version 10 or 11 of that platform with Gnome Desktops running in Classic mode, though the features supported are limited at this time. For more details on the specific features supported, see the section “Installing LanSchool v7.6 on Linux” in the LanSchool Install Guide. Support has also been added for the recently released Mac OS X 10.7 Lion platform, for both Teacher consoles and the Student software.

### Ask the Tech

In addition to our award winning LanSchool v7.6 Classroom Management Software, LanSchool has created a brand new product called the LanSchoolTech Console. Designed to help the school’s technical staff better support their teaching staff, the Tech Console provides many tools like Inventory and Software distribution, as well as the ability to remotely control devices to address student or teacher computer problems. When installed in the same school, Teachers have the ability to send a question directly to someone in their IT group or technical staff from their LanSchool Teacher console when they need immediate assistance.

# LanSchool v7.6 Feature Overview

LanSchool v7.6 includes the following features that were available in previous versions:

## Show Teacher's Screen Full Screen or Windowed

Shows the teacher's screen to all students on the same Teacher channel.

Select between a “full screen” and a “windowed” show mode. In Full Screen mode, the teacher's screen will take over the entire student's screen and lock-out the student's mouse and keyboard.

In Windowed mode, the teacher's screen will appear in a window on the student's machine. The students can then resize the window and work by following along with the teacher.

When you show your computer screen to student computers, a sound is transmitted from your speakers. This sound lets students know that a LanSchool session is about to begin. To change this sound, replace C:\Program Files\lanschool\start.wav and stop.wav with your own sounds. On a Mac, these files are located in “/Applications/LanSchool/Teacher.app/Contents/Resources".

If you Show Teacher to a machine that is not logged in, it will always be in Full Screen mode.

## Show a Student's Screen

Send a student's screen to all other students. Simply select a student and click the *Show Student* button. While the button is enabled, the student will have control of their machine and their screen will be shown to the rest of the students in the class.

## Draw on Screen

This option allows you to draw with a red pen on the screen. Press the left mouse button and move the mouse to draw. To end this mode, close the *Draw on Screen* window by clicking on the X in the upper-right corner of the screen.

## Co-browse the Internet

Co-browse allows teachers to browse the web using the primary tab and have the web browsers on the selected student machines browse to the same location as the teacher without student input. Co-browsing is supported on Internet Explorer for Windows machines , and Safari is supported for Macs.

## Student Voting

Ask True/False or multiple choice questions from the LanSchool Teacher console. View in real-time how many students have responded and how they responded.

## Student Testing

Create up to 100 question tests that can include graphics (.jpg, .png, .gif, .bmp). The test questions can be randomized, sent out to one or more students and tracked in real-time. Teachers can optionally time the test, show results to students and export the results to a .csv file. Possible question formats include True/False, Multiple Choice, and Short Answer.

### Run Program

This feature allows you to run an application or a web site on student computers. This can be quite useful for younger students who have trouble navigating to a specific web address or starting a specific application.

### Remote Control

Take remote control of a single selected student or select multiple students. This feature allows you to remotely use the mouse and keyboard on the selected student's computer. With LanSchool, you can even remote control a computer at the login prompt.

In order to send the *ctrl-alt-del* command to a computer during remote control, you may click on the Control button's chevron menu -> Send *ctrl-alt-del* menu or the *Monitor -> Send ctrl-alt-del* menu item.

During Remote Control, the the Command key on the Mac is mapped to the *Alt* key on Windows and the *Option* key is mapped to the *Windows* key.

Selecting multiple computers will allow you to remote control multiple computers at the same time, while viewing a single computer in the group. Controlling multiple computers only works if the machines look exactly the same.

### View All

This will show all computer screens in the classroom as a small, medium, large or extra large thumbnails.

As you move your mouse over a thumbnail image, the student's login name and computer name for that image appear in a tooltip. If the student has a question you will also see that question in the tooltip. If you hover for about a second the thumbnail will optionally get larger. If you right-click a thumbnail view, you will get a menu of options to control that student.

### View Only

Allows teachers to supervise a selected student machine. While monitoring, you will see everything the student is doing, but will not be able to control that student's keyboard and mouse.

### Classroom Layout

Thumbnails can now be arranged in the shape of the classroom. Each size thumbnail has its own layout that is automatically saved. Classroom layouts can be saved loaded and locked. Access this feature from the *Thumbnails* item inthe *View* menu.This feature is not supported in the WMS teacher.

### View Thumbnail Mode (Monitoring)

View up to 3000 crisp high color student thumbnails at the same time. Every student's screen will appear as a "thumbnail" in the LanSchool Teacher console. There are 4 sizes of thumbnails that can be sized automatically to the best fit. You can choose to only view selected students by clicking on the *View All* button then checking the *View Selected* option.

### Magnify Thumbnails

When you hover over a thumbnail, the thumbnail size will quickly increase. If you prefer not to use this feature, it can be turned off by clicking on the *View All* button then removing the check from the *Magnify* option.

### Dual Monitors

Dual monitors are supported on the Teacher console and the Student software. Viewing thumbnails of dual monitors shows a split screen display.

### Active Application/Website Icon

In the upper right hand corners of the thumbnail you have the option of seeing an icon of the active application and website.

### Load/Save Profile

Available under the *View* menu, *Profiles* save key teacher settings so they can quickly be loaded at a later time. The following settings are saved in a profile:

- Class lists
- Thumbnail layouts
- Web Limiting URLs and button state
- Application Limiting programs and button state
- Limit Task Manager/Activity Monitor on Student
- Limit Dotted Decimal Browsing
- Limit Print button state
- Limit USB button state
- Mute button state
- Blank screens messages

### Student Screen Snapshot

Save a student's screen to a standard graphic file. (.jpg or .bmp) The date, time and student login name are displayed in the saved file.

### View Internet History

Shows a searchable list of web sites visited by the selected student, which may be saved to a file. This feature works across the supported browsers including: 32-bit Internet Explorer (6.x-9.x ), Firefox (3.x-5) and Chrome are the supported browsers on Windows machines. On the Mac, both Safari and Firefox (3.x -5) are the supported browsers for allowing certain websites.

### View Keystroke & Application Monitoring

Monitor all keystrokes that have been pressed on a computer by any user. The size of the keystroke file which saves the information can grow to 300 kb or about 300 pages of typed text. Special characters can be filtered out, and this file is searchable. This feature will not capture keystrokes at the login prompt or password dialogs. This feature is supported on all Mac operating systems and PCs running Windows 2000 and higher. The report is searchable and may be saved to a file.

### View Student's Running Applications

View all running applications on a student's computer and add those applications to the allowed or blocked lists. You may also stop a running application immediately from this dialog box.

### Send a Message

Send messages to all or selected students. This is often an effective way to get a distracted student back on task. The message will appear in the lower, right-hand corner of the student's PC, or upper right-hand corner on Mac. On Ubuntu it will come up in the center of the screen.

### Student Question

Students can click on the LanSchool icon and type a question to the teacher. A question mark appears on their machine or thumbnail. In the Details view you can see the student question in the 'Last Question' column. In the Thumbnail view you can see the student question by moving the mouse over the thumbnail image which displays the question in a tooltip.

The question mark can be cleared by the teacher through a chat session or a right click on the thumbnail.

### Text Chat

Initiate a text-based chat session with a single student from the teacher's console.

### Choose Random Student

This feature allows the teacher to let LanSchool randomly select a student. This is a fun way to engage students and encourage participation in the classroom.

### Blank Screens

Blank-out all student screens on your channel and disable all student keyboards and mice. This feature is useful when you want to lecture without the distraction of students playing with their computers, or you need to quickly gather their attention. The message may be customized in the Preferences menu. While blanking the screen you can rotate through any message already creating just by selecting another message from the the list. The message can also be personalized for each individual student by including the following variables in the blank screens message:

%student name%

%login name%

%machine name%

### Limit Student Web Browsing

Temporarily disable all or selected student access to the web across all browsers.*

In the preferences dialog, you may choose between blocking...

- All web activity
- Allowing certain websites
- Blocking certain websites

This feature must be configured in the Preferences dialog and then turned on by clicking the Limit Web button or menu item.

The allow and block lists recognize the wildcards "*" and "?", making it easier to limit certain kinds of websites.

While the Internet is disabled, an icon on both the teacher and the student computer will indicate that the web is disabled.

If a student tries to browse to a website that isn't allowed, they can optionally be shown a website that lists the allowed websites, which are accessible by clicking on a link to the approved sites.

Note*: 32-bit Internet Explorer (6.x-9.x ), Firefox (3.x-10) and Chrome are the supported browsers on Windows machines. On the Mac, both Safari and Firefox (3.x -10) are the supported browsers for allowing certain websites. Block all works across all web browsers.

### Limit Student Applications

Temporarily disable all or selected student access to specified software applications. This must be configured in the *Preferences* dialog and then turned on by clicking the *Limit Apps* button or menu. Students cannot get around this feature by simply renaming the application, as the internal program name is used.

### Disable Student Printers

Temporarily disable all or selected student printers. Once disabled, the students will not be able to print until you again enable printing.

### Drive Limiting

Limit student ability to access USB thumb drives and CD-ROM/DVD drives. SB keyboards and mice will NOT be affected. This feature is supported on all Mac operating systems and PCs running Windows 2000 and higher.

### Limit Task Manager (PC) or Activity Monitor (Mac)

This option is enabled or disabled depending on whether the feature was first chosen in the Teacher install. If selected in the install, you can limit the student's ability to run Task Manager or Activity Monitor by checking the option in the Student tab of the *Preferences* dialog.

### Alerting on Banned Words

Teachers are alerted if a student types a word on a list of banned words. A warning icon is displayed on the student thumbnail and hovering over the icon shows the banned word. The list of banned words is specified by clicking on the Preferences menu Keystroke Alerts tab.

### Audio Listening and Broadcast

Listen to student microphones and broadcast to students from the teacher’s microphone.

Audio can also be broadcast to student machine while showing the teacher’s screen to students. Enable this feature by clicking on the *Demonstrate* menu, then clicking on *Enable Teacher’s Microphone*.

If you’d like to listen to one student’s microphone and audio chat with that student, click on the Monitor menu and check *Enable Teacher Microphone (While Controlling)* and *Enable Student Microphone (While Controlling)*.

Note: Listening to audio on a Mac student will only work on OSX v10.5 and above

### Muting

Mute the sound on student computers. This can be done through the *Mute* button or through the *Mute Student Speakers* menu under the *Restrict* menu.

### Multicast Video Distribution and Playback

Transfers videos to student computers efficiently by multicasting the video file to student computers and synchronizing the playback controls. For PCs, Windows MediaPlayer and the appropriate codecs must be installed on the teacher and student for videos to play. On Macs, any video that can be played by Quicktime is supported.

If a video is not playing correctly, double check that the latest codec for that file type is installed.

### Notebook Battery Monitoring

Monitors the battery state on a notebook or iPod. If the charge drops below 50%, a yellow warning battery icon is displayed. If the charge drops below 20%, a red critical battery icon is displayed. The percentage remaining and A/C status is also available from the Properties menu.

### Shutdown, Logoff, Restart

From the Teacher's console, shutdown, logoff or restart student machines.

### Remote Login

From the Teacher's console you can remotely login in to Windows machines if the user has a password and the Welcome screen is not displayed. This is the screen which displays icons with the last successfully logged in users, instead of requiring the student to type in their name. Logging on at the Welcome screen is not typically available on computers that are members of a network domain, but it is the default for most PCs that are simply members of a workgroup. You can modify this behaviour on those machines if desired. The manual steps to change from the Welcome screen to the default name and password screen are different on XP than on Vista and Windows 7:

**XP**

7. As a user with administrator rights, open User Accounts in the Control Panel.
8. Click Change the way users log on or off.
9. Clear the "Use the Welcome screen" check box.

**Vista and Windows 7**

As a user with administrator rights, open Local Security Policy in Administrative Tools in the Control Panel.

Go to the Security Settings -> Local Policies -> Security Options.

In the right hand pane find the "Interactive Logon: Do not Display last user name" policy and enable that policy.

Note: Remote login is not supported on Mac or Ubuntu Students.

### Student Power-Off

Log off, restart or power off student computers.

This feature might experience problems on Windows 9x machines. Microsoft states that this will not work on certain hardware. While it has been tested successfully on Compaq, Dell, and IBM computers, it may not be able to properly power down all brands or models of computers running the Windows 98, or ME operating system. (Please see Microsoft Knowledge Base Article Q220706.)

### Remote Update

Once a student has been installed on a computer, you can remotely update those students from the Teacher console. For more information on this feature, please see the section, "Remotely Updating LanSchool v7.6" in the Installation guide.

### Power on or Wake-On-LAN

If your student computers are configured to take advantage of Wake-On-LAN technology, the LanSchool Teacher can "power-on" all student PC's.

Most computers ship with the Wake-On-LAN option turned off in the BIOS, so you must go into the BIOS setup at boot time and turn it on.

Apple's version of Wake-On-LAN will wake a Mac from sleep but will not power-on a Mac that is off.

### Security status monitoring

The LanSchool Security Monitoring tool can be accessed by clicking *View Status Window*. This feature shows all LanSchool traffic so that you can identify unauthorized LanSchool activity.

You may also run the new *SecurityMonitor.exe*, found in the Utilities folder in the product download, to log all LanSchool activities to a file and filter those messages based on type and teacher.

### Secure Mode

LanSchool can be configured to require a password to access the console. This password must match the password that was entered during the secure student install. Please see the section "Installing LanSchool v7.6 in Secure Mode" in the *LanSchool v7.6 User Guide* (users.pdf).

### Anti-tampering Controls

LanSchool v7.6 attempts to prevent students from mischievously unloading the software or disrupting the classroom.

### Easy to see mouse cursor

In order for Students to better see the Teacher's cursor, a large red cursor appears in the Student view. These cursors are the same shape as the real cursor, but are 4 times the size and are bright red.

### NetWare Support

If the computer is a using the NetWare client software, LanSchool v7.6 will use the NetWare login name instead of the Microsoft login name.

### Multicast support

One of the benefits of using TCP/IP is the availability of Multicast. Multicast allows networking hardware to keep LanSchool traffic local to LanSchool computers and cross subnets. Because some network routers or switches don't support Multicast, this option is disabled by default, but can easily be enabled in the *Preferences* menu on the *Network tab*.

### Channel Grouping

The teacher can control any specific channel or group any number of channels together controlling them simultaneously. By default, Teachers are installed without the ability to change their channel. Please contact your LanSchool administrator for assistance in enabling the ability to change their home channel as well as to view multiple channels in the grouping control . The information on how to enable this is located inthe *LanSchool v7.6 Install Guide* (install.pdf).

### Refresh List

By selecting this option or using the shortcut key, F5 on the PC or *command+r* on the Mac, you can refresh the list and see any new students that might have entered the class. This occurs automatically every three minutes.

### Become a Student machine

If you want to turn the Teacher computer into a student computer temporarily, you can do it from the teacher's console. Click on *Administer*, then *Become a Student Machine*. It will remain a student computer until it is rebooted or the current user has logged off.

### Remove Selected Students from Class

This feature temporarily disables the LanSchool on the selected student machines. The software is re-enabled when a student next logs into that machine, or when you use the *Add Selected Student Back into Class* option on that student machine.

When a student's machine has been disabled, it will still appear in the list, but will have a graphical stop sign on the computer screen. This is just a reminder to the teacher that this student is not controlled by LanSchool.

### Change Machine Display Name

This option does not alter the computer's actual machine name. However, it will allow an alternative name to be displayed in the LanSchool's Machine Name field. On Windows, if your computers do not have meaningful Machine Names, you can use this menu option to better name the computers (i.e. "Row 1 Column 5").

On Mac, there is a Setname utility that can modify names that is available from Technical Support. The name that shows up for a Mac student is controlled by a file called /Library/Preferences/com.lanschool.student.config.plist. This script will write that file using whatever name is passed in, or if nothing is passed in it will set the display name to be the current ComputerName as displayed in the Sharing preference pane. The script must be run as root to have any effect.

For example, to change a Mac student display name to "Library1":

sudo setname "Library1l"

Another example—set the display name to the current Computer Name:

sudo setname

You will have to refresh your Teacher Console to see a name change.

### Update LanSchool on Selected Students

This option can be used to quickly install a new version of LanSchool on selected student computers. To enable this feature, please refer to the *LanSchool v7.6 Install Guide* (install.pdf).

### Change Student Channel from the Console

Changes student channels from the teacher's console. This must be enabled by an administrator with the *EnableChannelSelect.exe* utility. More information on this feature is available in the*LanSchool v7.6 Install Guide* (install.pdf)

### Student Name from Active Directory

LanSchool normally displays the Windows or Novell login name. However, if the Student Display name is available from Active Directory, that Display name is displayed in the Login Name column.

### Toolbar Configuration

The toolbar can be customized through the menu *View -> Configure Toolbar*. On the PC, it can also be configured by holding down the "*alt*" key while dragging the buttons to a new location or removing them by dragging them off the button bar. You can also reset the toolbar back to the default in the *Customize Toolbar* window.

If there are more buttons on the bar than you can see, they can be accessed through the ">>" chevron button on the upper right corner of the toolbar.

### Teacher Kiosk Mode

The LanSchool Teacher console can be run in a way so that it cannot be minimized or closed. To run the LanSchool Teacher console in Kiosk Mode refer to the *LanSchool v7.6 Install Guide* (install.pdf).

### Properties Page

The properties page is a useful troubleshooting tool if you need to know what teacher is taking an action on a particular student. It also shows the amount of power remaining in the battery and its charging status.

### Preferences

Preferences configures how LanSchool works. See the section "LanSchool Configuration Preferences" for more informaton.

NOTE: The system administrator who set up LanSchool on your network most likely optimized these settings during installation. You may want to consult with that person before making any changes to the custom preferences.

# Using the Test Builder on a different machine

Teachers may want to create tests on a home computer or different computer on the school network.

To create tests on a different computer other than the LanSchool Teacher computer follow these steps:

1. In My Computer, browse to C:\Program Files\LanSchool. On a Mac, browse to Applications\LanSchool\Testing.
2. On Windows, copy the Testing directory to a thumbdrive, CD or network drive. On a Mac ,copy Testbuilder.app.
3. On Windows, paste the Testing directory from the thumbdrive, CD or network drive to any Windows computer. On a Mac, paste *Testbuilder.app* to any location.
4. On Windows, double click on *Testbuilder.exe* to launch the LanSchool Test Builder. On a Mac, double click on *Testbuilder.app*.
5. Create a test.
6. Save the test.
7. Copy the saved tests (.lst files) back to the c:\Program Files\LanSchool\Testing folder on Windows or the Applications\LanSchool\Testing folder on a Mac.
8. Browse for the newly created test and send it out to the students through the LanSchool Teacher console.

# LanSchool Security Monitoring

With a tool as powerful as LanSchool, there's always a possibility for misuse. A student may be tempted to find an unauthorized copy and load the teacher software to disrupt a class.

There are three ways to deal with possible misuse.

1. Set school policies around appropriate behavior, monitor and enforce the policy.
2. Install LanSchool v7.6 in Active Directory Secure Mode which requires teachers to belong to a domain group called "LanSchool Teachers" in order to manage student computers. (Recommended method)
3. Install LanSchool v7.6 in Secure mode, which requires a password.

## Security Monitor

Security Monitor is also available in the utilities folder on the LanSchool download file. This application runs on any PC and will capture a log of LanSchool activity, including the installation or un-installation of the LanSchool program.

With this utility, many schools have quickly been able to pinpoint students who are abusing the "appropriate use policy" of their classroom.

Teachers can also access the Security Monitoring data by clicking *View* then *Status Window*. As soon as teachers perform actions you will see the security messages..

Students downloading and installing a demo version of LanSchool caused the largest security problem with the previous versions. Starting with *LanSchool v6.1*, the demo version cannot interact with the released version.

# LanSchool Configuration Preferences

The Preferences dialog contains settings for both administrators and teachers. Listed below are the settings that a teacher may want to change:

### Full Screen or Windowed

- Full screen shows the teacher's screen on the student's screen and disables the keyboard and mouse
- Windowed shows the teacher's screen on the student's screen in a re-sizeable window and does NOT disable the student's keyboard and mouse.

### Show Dual Monitors

Turns on dual monitors support on the teacher console and the student.

### Blank Screen Message

Allows the teacher to specify a message that will be shown when student screens are blanked.

### Sounds

Allows the teacher to turn off the sound that is played when the Show teacher or Show student button is pressed.

### Limit Task Manager / Activity Monitor on Student

If checked the Task Manager on PCs and the Activity Monitor on Macs will be disabled. This helps prevent hacking and disrupting LanSchool.

### Restrict IP Address and Internet Explorer InPrivate Browsing

Some students were using IP address browsing to get around LanSchool's web limiting feature. If this option is selected, students cannot browse the web using IP addresses. (i.e. http://70.235.50.6)

LanSchool will also restrict the InPrivate browsing feature of Internet Explorer.

### Web Limiting

Specifies when Web Limiting is enabled, whether to...

- Block all Web Browsing
- Allow only the following websites
- Block the following websites

List of websites can be saved and loaded. The wildcards "*" and "?" can be used. On Windows students the web can be limited on Windows Internet Explorer, Firefox and Chrome. On Mac students the web can only be limited when students are using Safari.

### Application Limiting

Specifies when Application Limiting is enabled, whether to...

- Allow only the following applications
- Block the following applications

Applications can be added to either the allowed or blocked lists by clicking on the add button in the preferences dialog or by Viewing the Student's Running programs. The preferences dialog shows applications running on the Teacher's PC.

The application lists can be saved and loaded.

### Show Current Application Icon on Thumbnails

When enabled, this feature shows the current application that is running on the student PC as an icon in the upper left hand corner of the thumbnail.

### Show Last Visited Website Icon on Thumbnails

When enabled, this feature shows the website that was last visited by the student as an icon in the upper right hand corner of the thumbnail.

### Full Path of the LanSchool Folder on Student Machines

Allows the teacher to specify the default location for student files. This can be on the hard drive or a network drive.

### Drive Limiting

Specifies the kinds of drives that should be blocked when you click the Limit Drives buttton.

### Keystroke Alerts

Create, save and load lists of words that alert the teacher if typed by a student. Each word should be separated by a carriage return.

Note: There are additional options, such as the network tab, that are described in the Installation manual and should only be changed by a system administrator.

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